

LOS ANGELES UNIFIED SCHOOL DISTRICT

Toluca Lake Elementary

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Alma Pena Sanchez

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Principal

February 11, 2010

Dear Toluca Lake Parents and Families,

During a very wet and soggy January, we have been reviewing many of our BEST behavior policies with our students. The rules of behavior here at Toluca Lake Elementary are:

We are **Safe, Responsible** and **Respectful**. If you ask your child to tell you the rules, I am quite sure he/she will be able to do so. Some of our students, however, are having difficulty understanding what these rules mean.

Safety is an extremely important issue as you well know. We have asked the students to walk at all times in order to prevent falls and running into other students or other staff members. This also means to play out on the yard in a safe manner and never to use our hands or feet to hit or kick another child or adult.

Responsibility means to not bring **toys, games** or any other type of play object to school. These items cause a continuous distraction to the rest of the children as well as to your child. There is also a risk of the toys being stolen by another student. These toys will be taken away by the teacher and not returned until you, the parent, come to get them. All students are also responsible for their homework on a daily basis. **Homework** is extremely important as a review of the day's lesson. If a child does not do the homework, he/she will not be prepared for the new day's lesson.

Respectful means to always treat others in a mannerly fashion. We respond to teachers or other adults with the answer as best we can. Students need to be respectful with each other as well. Name calling, laughing at another student's work or criticizing another student when they are answering a question in the classroom are examples of behavior that is not acceptable and considered a bullying tactic.

Please discuss these rules with your child. Ask them to explain to you why we have rules and why our school rules are necessary. If you have any questions about this policy, please do not hesitate to call the office to discuss your concerns.

In order to reinforce good behavior, we have many incentives that we use attached to our Toluca Lake Caught Being Good tickets. Ask your child about the tickets and what prizes they can win.

Now, we will move on to the exciting happenings for the month of February. Our PTA has sponsored a Valentine's Day fundraiser that has been going quite well. Be sure to contact the PTA if you have any questions. Their next meeting will be on February 18th at 6:30 in the evening.

Monday, **February 15th**, is a holiday in honor of President's day and there is no school. The attendance here at Toluca Lake continues to be a problem. We have been discussing various ideas on ways to improve our children's' understanding of the

importance of daily attendance as well as their parents. If you have any questions in regards to this issue please contact us at the main office.

On Friday, February 26th, we will celebrate Black History Month with a program for your enjoyment. Please try to join us on this very important day. More information will be coming shortly in regards to times and performances.

We appreciate all of your support.

Sincerely,

The Administrative Team and Staff of Toluca Lake Elementary School